



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-51	January 1, 2016	Departmental	1 of 3
SUBJECT: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DURATION AND HOUR LIMITATIONS ON WORK EXPERIENCE ACTIVITIES FOR YOUTH			

I. PURPOSE

The purpose of this Directive is to provide staff with written guidance and document the procedure for establishing duration and hour limitations on work experience activities under the Workforce Innovation and Opportunity Act (WIOA).

II. GENERAL INFORMATION

The Workforce Innovation and Opportunity Act Section 129 (c)(2)(C) allows for paid and unpaid work experience for youth that have a component of academic and occupational education, which may include:

- A. Summer employment opportunities and other employment opportunities available throughout the school year;
- B. Pre-apprenticeship programs;
- C. Internships and job shadowing; and
- D. On-the-job training opportunities.

20 CFR § 681.600 further defines work experience as “a planned, structured learning that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and may take place in the private-for-profit, non-profit or public sector. Labor standards apply in any work experience where an employee/employer relationship exists (as defined by the Fair Labor Standards Act or applicable State law). Work experience provides youth participants with the opportunity for career exploration and skill development.”

III. POLICY

It is the policy of the Employment and Economic Development Department (EEDD) to provide work experience opportunities to youth based on need, as identified in the Individual Service Strategy (ISS). Eligible youth shall participate in work experience opportunities for a reasonable length of time. Staff shall consider the participant's prior work experience, employability and work readiness skills in relation to the ISS goal when determining the appropriate duration of the work experience activity. A work experience activity shall not exceed 300 hours during the school year for In-School Youth (ISY) and 520 hours a year for Out-of-School Youth (OSY). In addition, both ISY and OSY participants may work up to 180 hours in the summer for a six-week period. Overtime is prohibited. Summer opportunities shall be made available as long as a youth remains enrolled in the program. All hours shall be paid at current minimum wage.

IV. PROCEDURE

- A. Upon completion of the ISS, contracted case management (CCM) staff may refer appropriate youth for placement in a work experience activity.
- B. Staff shall place youth in a year-round work experience position with a maximum placement period of 300 hours for ISY's, 520 hours for OSY's (exclusive of summer participation).
- C. Youth may participate in 180 hours of summer activity for the duration of their participation in the youth program.
- D. Staff shall ensure monthly evaluations are completed to track progress and ensure progress towards workplace competency goals.
- E. The CCM Supervisor and EEDD Supervisor may approve an extension for those youth that are making progress but would benefit from additional time in work experience. Extensions may be granted for up to 520 hours.
- F. EEDD staff shall track participant work experience hours to ensure adherence with the hours requirement.
- G. Staff shall keep the worksite supervisor informed of the balance of hours available for the youth.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg